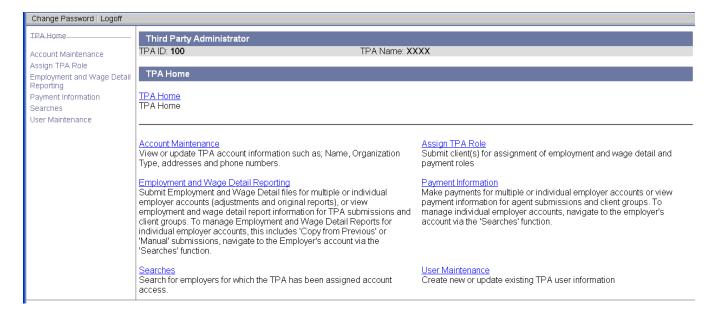
SEARCHES/ CLIENT RATE DOWNLOAD

Introduction

This section of the document will show how a TPA can download the tax rates of clients assigned to the TPA account.

Step-by-Step Instructions:

1. Navigate to the TPA home page. If required, please refer to the section 'Logging In'. The following page will appear.



2. Click on the link 'Searches'. The following page will appear.



3. Click on the link 'Client/Rate Download'. The following page will appear.

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- 4. Enter a date range parameter for rate file creation. Click on 'Search'.
- 5. Follow the prompts to download the file to your local folders.